



AMERICAN EMBASSY BUENOS AIRES JOB OPPORTUNITY ANNOUNCEMENT

Position Title:	Security Assistant	Announcement No:	50/04
Level of Position:	FSN-8 FP-6 (to be confirmed by Washington)	Opening Date:	04/06/04
Hiring Level:	FSN-07 or 8 (depending on qualifications) or its grade equivalent: FP-7 or 6)	Closing Date:	04/20/04
Work Schedule	40 hours per week	Agency/Office:	STATE/RSO

Eligibility: AFMs, U.S. Citizen Residents in Argentina and Foreign Nationals

Duties and Responsibilities:

- Supervises the local contract guard force, including compliance with the terms of the contract, training, logistics, and budgeting.
- Administers the residential security program including conducting surveys, recommending upgrades, preparing budgets, and supervising procurement and contracting.
- Manages the Overseas Security Advisory Counsel (OSAC) private sector program and the Embassy's participation in the American Chamber of Commerce Security Committee. Improves information sharing and emergency planning and notification.
- Develops and maintains a searchable database on crime, terrorism, and demonstrator activity, using all available sources and developed contacts.
- Trains Embassy personnel in security procedures (such as FSNs, Embassy wardens, domestic employees). Coordinates FSN participation in Embassy drills and emergency procedures.
- Serves as back up to local national investigator.

Required Skills, Knowledge and Abilities:

- Completion of secondary school is required. Completion of a professional security, law enforcement, or military training course is required
- At least four years of progressively responsible experience with a military, police, or private security organization, with at least one year of prior supervisory experience.
- Good working knowledge spoken and written English/Spanish (level III) are required.
- Management and leadership, investigations, working knowledge of sources of information and familiarity with local laws.
- Ability to develop and maintain extensive contacts with public and private sector officials at all levels.
- Ability to deal effectively with others and to obtain their cooperation.

Selection Process:

- EFM and U.S. Veterans will be given preference in hiring over other equally qualified candidates in accordance with current U.S. law and State Department regulations.
- Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
- Applicants must be eligible for appointment under host government laws and regulations.
- Current employees serving the one-year probationary period are not eligible to apply, as stated in the LES/FSN.
- EFMs who are currently employed under a PIT/FMA must work for 90 calendar days in that position before being able to apply for newly advertised position.
- After an initial application screening, the best-qualified applicants will be invited to an oral interview and an evaluation.

To Apply:

Interested candidates for this position should submit the following:

- Application for Federal Employment (OF-612); or
- Current resume or curriculum vitae.
- Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirement of the position.

Submit Application to:

- Via e-mail to: (buenosaires-rrhh@state.gov)
- Via fax to: 5777-4201, Attention Human Resources Office
- Regular mail to: Office of Human Resources, Colombia 4300, 1425 Capital Federal, Argentina